



COMDTINST 1330.1C

15 SEP 1989

COMMANDANT INSTRUCTION 1330.1C

Subj Temporary Active Duty (TEMAC)

Ref: (a) Comptroller Manual, Vol. III, COMDTINST M4400.13 (series)

(b) Joint Federal Travel Regulations

(c) Reserve Administration and Training Manual, COMDTINST M1001.27 (series)

1. PURPOSE. This Instruction outlines procedures for utilizing Reserve support under the Temporary Active Duty (TEMAC) program.
2. DIRECTIVES AFFECTED. COMDTINST 1330.1B is cancelled.
3. DISCUSSION.
 - a. The TEMAC program provides a means for commands to obtain the services of additional military personnel through the voluntary employment of inactive duty Reservists. Although most commands can often use additional people, TEMAC utilization is restricted to those situations which meet one of the following criteria:
 - (1) special skills are required which cannot be satisfied by onboard resources; or
 - (2) use of supplemental resources are necessary to meet temporary, unforeseen, peak work load, new, urgent, or one-time requirements.

- b. All TEMAC costs, including pay and benefits, travel and per diem, and permanent change of station (PCS) transfer costs (when applicable) are the responsibility of the commands using TEMAC.
- c. Commands using long-term TEMAC should keep in mind that personnel assigned to a unit for a period of 140 days or more are entitled to a PCS transfer to that unit in accordance with references (a) and (b). Commands soliciting personnel for long-term TEMAC support should make every effort to utilize qualified personnel residing in their local areas.

4. DEFINITIONS.

- a. TEMAC is defined as voluntary, full-time duty of a temporary nature under 10 U.S.C. 672 for purposes other than training or Reserve Program projects.
- b. Nonconsecutive TEMAC is temporary active duty performed in separate increments of 1 or more days at a time. This type of duty is scheduled under mutual agreement between the requesting command and the Reservist. Orders must specify dates when periods of nonconsecutive active duty will begin and end. When using nonconsecutive TEMAC, the Reservist is paid only for those days when duty is performed (partial days are not authorized). Also, nonconsecutive days cannot be combined in order to qualify for pay benefits that the Reservist would otherwise not be entitled to (e.g., VHA).
- c. FTE is defined as full-time equivalent and is a measure of work years/days allotted or used.

TEMAC FTE limitations for area, district, maintenance and logistics commands, and Headquarters offices are listed in enclosure (1).

- d. Issuing Authorities are defined as those commands authorized to issue TEMAC orders. The district commander is the designated issuing authority for TEMAC orders for the district in which a Reservist is assigned. Normally this is the district in which a Reservist resides. However, the servicing PERSRU is the designated issuing authority for additional TEMAC when there is no break in service.

- e. Benefiting Unit is defined as the entity (e.g., district, area, maintenance and logistics command, Headquarters office) actually receiving or benefiting from the TEMAC support. FTE usage is charged against the benefiting unit's FTE limitation. TEMAC FTE consumed by Headquarters units is charged against the cognizant Headquarters program manager's FTE allocation.
- f. CONDITIONAL ORDER is an order which provides for less than the maximum entitlement a member would otherwise receive under normal PCS conditions. All conditional orders shall contain the following statement:

This order is issued with the understanding that reimbursement will be limited to the cost of Government procured transportation from your home or place from which ordered to active duty to your permanent duty station and return. Only constructive travel time will be allowed for pay and allowance and travel per diem purposes. Dependent transportation and shipment of HHG at Government expense is not authorized. If you do not agree to these conditions this order is cancelled. Departure under this order constitutes acceptance.

5. LIMITATIONS.

- a. Additional FTE. TEMAC is administered by Commandant (G-Pdp-1) within total FTE limitations. The limits for utilization of TEMAC set forth in enclosure (1) shall not be exceeded. Requests for additional FTE shall be forwarded to Commandant (G-Pdp-1) via message or letter/memorandum, citing the number of additional days desired, offsetting resources, and a justification for additional FTE.
- b. Additional Duty. Commands should rarely use TEMAC for periods of more than 360 days.

Prior to issuance of TEMAC Orders or extensions thereto which would cause a Reservist to serve more than 360 days, commands should forward requests from Reservists for Extended Active Duty to Commandant (G-PO) or (G-PE) in accordance with COMDTINST 1141.2 (series). Reservists who enter into TEMAC outside of their parent district for periods of more than 360 days effectively remove themselves from the administrative support of their cognizant district Reserve unit. Therefore, when a Reservist is scheduled

(con't) to complete more than 360 days of TEMAC outside of their parent district, the Reservist shall contact the district Reserve office in which the TEMAC duty will be served to notify that office of the member's status and to seek any additional instructions.

- c. Eligibility. Reservists with 15 or more years of active service are not eligible for TEMAC. The active service computation includes Regular and extended active duty, Active Duty for Training (ADT), TEMAC, and Special Active Duty for Training (SADT).
- d. Use of Reservists from Other Military Services. The use of Reservists from other military services for Coast Guard TEMAC is authorized; however, their participation is subject to the requirements and restrictions of the Reservist's parent organization. Any command or Headquarters office seeking to use another Service's Reservist under TEMAC is responsible for establishing a liaison with the appropriate command and for completing any required arrangements or documentation. For instance, use of Navy personnel for TEMAC must be in accordance with the requirements established by the Navy Military Personnel Command (NMPC-921). Requests for use of Navy personnel in a TEMAC status must be in the form of an Inter-Service Support Agreement (ISSA) or a Military Interdepartmental Purchase Request (MIPR), whichever is applicable. It is recommended that contact be made with the NMPC-921 prior to requesting Navy personnel for TEMAC. NMPC contact is (202) 694-4048.

6. PROCEDURES.

- a. Selections. Benefiting units may solicit, identify, and select Reserve personnel for TEMAC directly, or with the assistance of the cognizant District Readiness and Reserve Division or Commandant (G-Pdp-1). If solicitation by Commandant is desired, requesting commands shall notify Commandant (G-Pdp-1) via message and allow approximately 6 weeks for processing. Benefiting units are responsible for all costs associated with TEMAC support either through a direct charge against unit operating funds, or by reimbursement to the appropriate accounts.
- b. Requests from Headquarters Units. Commanding officers of Headquarters units shall submit requests for TEMAC to their cognizant Headquarters office/program manager. Chiefs of offices at Headquarters are authorized to review and approve TEMAC requests from Headquarters units within their total FTE limitations.

- c. Points of Contact. Commands listed in enclosure (1) shall designate a single point of contact responsible for tracking TEMAC usage and ensuring that TEMAC FTE limitations are not exceeded. Chiefs of offices at Headquarters are responsible for tracking usage of TEMAC by Headquarters units under their cognizance.
- d. TEMAC Orders. Orders for individuals selected for TEMAC shall normally be issued by the cognizant issuing authority (i.e., the Reservist's assigned district). Additional TEMAC orders or amendments to existing TEMAC orders as approved/authorized by Commandant (G-Pdp-1) involving no break in service, will be issued by the servicing PERSRU holding the Reservist's service record/PDR. PERSRU'S will ensure that Commandant (G-Pdp-1) and the Reservist's home district (r) are forwarded copies of all additional orders and amendments. The benefiting unit is responsible for securing (G-Pdp-1) approval/authorization and supplying appropriate accounting data to the servicing PERSRU.
- e. Issuance of Orders. TEMAC orders shall be issued on CG Form 4436B, Reserve Orders and Pay Voucher. A copy of all TEMAC orders shall be forwarded by the issuing authority to Commandant (G-Pdp-1) and to the benefiting unit's cognizant accounting office. A copy of CG Form 4436B is attached as enclosure (2). Additionally, for TEMAC orders in excess of 139 days, forward copies to Commandant (G-PE or G-PO) as appropriate. For TEMAC tours of 90 days or more, a DD Form 214 shall be prepared by the servicing PERSRU of the benefiting unit upon completion of duty. To facilitate accurate preparation of the DD Form 214, issuing authorities shall ensure that Reserve personnel are provided sufficient records upon reporting for duty.
- f. Message Orders. When a Reservist has been selected by a Headquarters office or Headquarters unit for TEMAC, the office/unit shall initiate a message requesting the issuance of orders to the cognizant issuing authority. The message shall include the following information:
 - (1) Reservist's name, rank, and social security number.
 - (2) Reporting date, place of duty, and duration of TEMAC expressed as total number of days. Travel time is to be included when calculating TEMAC duration.

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- (3) Request certification of the total number of days accrued leave paid since 9 February 1976.
 - (4) Request certification of the amount of prior active duty/inactive duty (YY/MM/DD) up-to-date prior to current TEMAC.
 - (5) Request certification of number of dependents, date of marriage, date of birth for each dependent child, and a statement as to the active duty status of the Reservist's spouse/dependent.
 - (6) The obligation amounts and appropriate accounting data for the following categories: pay and allowances, FICA taxes, lump-sum leave, travel/per diem, and PCS costs, if applicable. A sample message is attached as enclosure (3).
- g. Funding. The benefiting unit (except Headquarters offices) will authorize a direct charge against their operating funds in the message requesting orders for named Reservist. This operating guide (OG-XX) accompanied by object classification 1120 will insure that the correct operating fund accounts will be charged. Additionally, all estimated pay and allowances, taxes, benefits, travel, and per diem should be included in the message. Chiefs of offices at Headquarters will reimburse the (OG-01) account via a Change in Financial Plan, CG Form 3319. It is imperative that the operating guide to be charged (i.e., OG-30, OG-43, etc.) be cited in the accounting data on the member's orders in all cases. For benefiting units under CG Finance Center (FINCEN) procedures, provide a standard document number (TONO) in addition to the accounting information on the TEMAC Authorization message. For benefiting units not under FINCEN procedures, continue to utilize current TONO/accounting data procedures.
- h. Cancellations. TEMAC orders may be cancelled before execution or terminated early by means of a request to the order issuing authority through the appropriate chain of command. Notification of cancellation or termination of TEMAC shall be made to Commandant (G-Pdp-1). Additionally, if TEMAC orders were originally for more than 139 days, copies of notification of cancellation or termination of TEMAC shall be forwarded to Commandant (G-PE or G-PO) as appropriate. Should termination be necessary, the Reservist on TEMAC shall be advised of the action in sufficient time to allow for personal planning.
- i. Authority to Cancel. In addition to TEMAC cancellation authority provided under paragraph 6.h. above, Commandant (G-P) reserves the authority to direct the termination or cancellation of TEMAC orders if it is determined that the TEMAC allocation limits have been exceeded.

7. ENTITLEMENTS.

a. Per Diem.

- (1) Per diem is authorized in accordance with the Joint Federal Travel Regulations (JFTR) and cannot be waived. However, the command/office requesting the TEMAC can indicate that the person to whom the orders are issued has agreed to a lesser amount. Personnel residing locally near the duty site and persons under PCS orders are not entitled to per diem while in an active duty status.
- (2) Orders shall not be retroactively amended to change entitlements for duty already performed unless the facts and circumstances clearly demonstrate that some provision, previously determined and definitely intended, was omitted through error.
- (3) Reservists on Long Term TEMAC (140 or more days) are not entitled to per diem regardless of subsequent modification to a PCS order.

b. Travel.

- (1) PCS entitlements cannot be waived. However, conditional orders may be issued to a Reserve member Refer to paragraph 4.f. of this Instruction for amplification.
- (2) For nonconsecutive TEMAC, travel is authorized only at the beginning and conclusion of the TEMAC assignment. Travel entitlements are not authorized between nonconsecutive days.
- (3) Reservists who perform TEMAC for more than 139 consecutive days at a single duty station are entitled to PCS entitlements in accordance with reference (b).

c. Variable Housing Allowance (VHA).

- (1) Reservists who are on active duty status for a period of less than 140 days are not entitled to receive VHA.
- (2) Separately issued TEMAC orders which each specify durations of less than 140 days cannot be combined for VHA entitlement.

- (3) Nonconsecutive days of TEMAC cannot be combined to qualify for VHA entitlement.
- d. Promotion/Advancement/Other.
 - (1) Reserve officers on TEMAC shall remain on the Inactive Duty Promotion List (IDPL).
 - (2) Reserve enlisted personnel on TEMAC shall remain in the Reserve Advancement System.
 - (3) Reserve officers on TEMAC continue to be subject to the requirements of Section 10-A, of reference (c), concerning Officer Evaluation Reports.
 - (4) Action taken involving Reserve personnel who are injured while on TEMAC shall be in accordance with paragraph 11(b) of reference (c).
 - (5) Other personnel policy issues concerning Reservists on TEMAC shall be referred to Commandant (G-RSM-1) for guidance.
 - (6) Unit commanding officers shall ensure that Reservists have an up-to-date physical in their record prior to issuing orders. Reservists on temporary active duty shall be governed by personnel policies and regulations affecting active duty personnel pertaining to standards of conduct and appearance including, but not limited to: the UCMJ, Coast Guard Regulations COMDTINST M5000.3 (series), Uniform Regulations (COMDTINST M1020.6 (series)), and current weight and fitness standards.
- 8. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and chiefs of offices at Headquarters shall ensure that the guidelines set forth in this Instruction are adhered to.

/s/ G. F. WOOLEVER
Acting Chief, Office of
Personnel and Training

- Enc 1:
- (1) List of FTE Limits
 - (2) Copy of CG-4436B
 - (3) Sample Message Request for TEMAC Orders

TEMAC LIMITATIONS

UNIT	TEMAC DAYS	AUTHORIZED
ATLANTIC AREA	800	
PACIFIC AREA	800	
1st DISTRICT	5100	
2 nd DISTRICT	1000	
5th DISTRICT	2500	
7th DISTRICT	6100	
8th DISTRICT	1800	
9th DISTRICT	4000	
11 th DISTRICT	4500	
13th DISTRICT	3000	
14th DISTRICT	500	
17 th DISTRICT	1000	
MLC ATLANTIC	10000	
MLC PACIFIC	10000	
COMDT (G-CCS)	1500	
COMDT (G-A)	1800	
COMDT (G-E)	3500	
COMDT (G-H)	100	
COMDT (G-K)	850	
COMDT (G-L)	850	
COMDT (G-M)	2000	
COMDT (G-N)	1300	
COMDT (G-O)	4500	
COMDT (G-P)	1800	
COMDT (G-R)	850	
COMDT (G-T)	1350	

*Number of days authorized for use in either short-term or long-term TEMAC during the fiscal year.

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Enclosure (2) to COMDTINST 1330.1C

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4436B (1-85)		RESERVE ORDERS AND PAY VOUCHER				1. AUTHORITY	
SECTION 1. GENERAL INFORMATION							
2. TONC (1-7)	ATU (8-9)	NAME (10-14)	SSAN (15-23)	GRADE (24-25)	E	COST CENTER (26-28)	DATE
3. FROM:		4. TO:			5. RESERVE UNIT		
6. <input type="checkbox"/> Voluntary acceptance of these orders subjects you to the UCMJ while engaged in the performance of the duty. IF YOU CANNOT COMPLY, RETURN THE ORDERS IMMEDIATELY, INDICATING YOUR REASON FOR NON-COMPLIANCE. <input type="checkbox"/> These are involuntary orders which subject you to the UCMJ. If you fail to report as ordered, you will be declared an absentee or deserter.							
7. Report to <input type="checkbox"/> ADT <input type="checkbox"/> IADT <input type="checkbox"/> SADT <input type="checkbox"/> TEMAC <input type="checkbox"/> AD <input type="checkbox"/> emergency duty <input type="checkbox"/> consecutive duty <input type="checkbox"/> non-consecutive duty for _____ days of _____ periods of IDT appropriate duty. Purpose of duty: _____ Report on _____ not later than _____ and depart on _____, unless sooner detached or extended by competent authority _____ days of this duty satisfy your AT requirement for TRA/PAY CAT _____ for AY ending _____. Wearing uniform <input type="checkbox"/> is <input type="checkbox"/> is not required. Return to inactive duty status upon completion of any active duty herein ordered. Travel days authorized and used as per Comptroller Manual, Volume II, are duty days in addition to those specified above.							
8. REMARKS:							
9. <input type="checkbox"/> Upon completion of this duty return to the place to which these orders are addressed. <input type="checkbox"/> This duty constitutes a permanent change of station from _____ to _____.							
10. DUTY WILL BE: <input type="checkbox"/> with pay and allowances. <input type="checkbox"/> without pay and allowances. <input type="checkbox"/> with pay only. <input type="checkbox"/> without pay.							
11. Travel and pay necessary to the execution hereof is required in the public interest and is authorized chargeable against							
TRANS CODE	DOC TYPE	APPR CODE	F Y	ADMIN TARGET UNIT	OPERATING GUIDE	HO SUB ACCT	FIELD SUB ACCT
PAY AND BENEFITS, FICA, AND LUMP SUM LEAVE COSTS TO OPERATING GUIDE 01 SHOULD BE CHARGED AGAINST THE BENEFITING UNIT'S OPERATING FUNDS AND CREDITED TO THE OG-01 ACCOUNT USING OBJECT CLASS 1120 BEFORE IT IS CHARGED AGAINST THE OG-01 ACCOUNT. IF APPLICABLE, PCS TRANSFER COSTS SHOULD ALSO BE CHARGED USING THE 1120 OBJECT CLASS IN THE SAME MANNER WITH A CREDIT TO THE OG-20 ACCOUNT AND A REIMBURSEMENT FROM THE BENEFITING UNIT'S FUNDS. IF TEMAC TRANSCENDS FISCAL YEARS, SEPARATE FY ACCOUNTING DATA SHOULD BE LISTED.						COST CENTER	OBJECT CLASSIFICATION
						OBLIGATION NUMBER AMOUNT	
12. YOU ARE DIRECTED TO TRAVEL: <input type="checkbox"/> by government transportation <input type="checkbox"/> by POV as more advantageous to the government <input type="checkbox"/> by POV for convenience of the member <input type="checkbox"/> by use of GTR if available <input type="checkbox"/> by commercial transportation subject to reimbursement as authorized by JTR <input type="checkbox"/> at own expense, not subject to reimbursement							
13. PBD: _____ Fed W/H Exemption: _____ LSL sold since 9/1/76: _____ CSEAPAYTIME: _____ SEX: _____ BAQ STATUS: _____ Dependents approved: _____ Spouse on AD: <input type="checkbox"/> YES <input type="checkbox"/> NO Family GOVQTRS assigned: <input type="checkbox"/> YES <input type="checkbox"/> NO Security access authorized: _____							
14. Distribution:				15. Authenticating Signature (By direction)			
16. Endorsement by unit Govt. quarters available <input type="checkbox"/> yes <input type="checkbox"/> no Govt. mess available <input type="checkbox"/> yes <input type="checkbox"/> no				Reporting hour & date Departing hour & date Signature of Commanding Officer (or by direction)			
17. I certify I completed _____ periods of IDT appropriate duty following the appropriate duty provisions in COMDTINST M1001.27 (series). Individual periods of duty were completed on the following dates: _____							
						Signature of Reservist	

Previous Edition is Obsolete

SN 7530-00-FO1-7780

SAMPLE TEMAC AUTHORIZATION

FROM (BENEFITING UNIT)
TO (RESERVIST'S HOME DISTRICT)
INFO (IF APPLICABLE)
ACCT CG-W2GARC

UNCLAS//N01576//

SUBJ: TEMAC ORDERS FOR (RANK FIRST MI SURNAME, SOC SEC NO), USCGR

1. DIR SNM TO RPT NLT (TIME/DATE) (PERSONNEL OFFICE) FASDU (UNIT).
(TO G-CAS-1 FASDU G-XXX IF CGHQ) FOR (NO) DAYS TEMAC.

P&A: 2/P/001/299/1*/0/1*/XXXXX/XXXX AMOUNT \$\$\$ (+VHA FOR PCS ONLY)
FICA: 2/P/001/299/1*/0/1*/XXXXX/XXXX AMOUNT \$\$\$ (CURR % RATE)
LSL: 2/P/001/299/1*/0/1*/XXXXX/XXXX AMOUNT \$\$\$ (4% OF BASE)
TONO: (STANDARD DOCUMENT NUMBER)

FOR BENEFITING UNITS UNDER FINCEN PROCEDURES:

T/PD OR PCS: 2/X/001/199/XX/0/XX/XXXXX/XXXX EST: \$\$\$ (IF APPLICABLE)

FOR BENEFITING UNITS **NOT** UNDER FINCEN PROCEDURES:

T/PD OR PCS: 1/0/XX/30.XX.XX/7XXXX/2152/DB-TONO/EST: \$\$\$ (IF APPLICABLE)

2. CHARGE OPERATING FUND (OG-XX), OBJECT CLASSIFICATION 1120 FOR P&A, FICA, AND LSL (OG-01) AND, IF APPLICABLE, PCS (OG-20).
3. ENSURE COPIES OF ORDERS ARE FORWARDED TO: (G-PDP-1).
4. INDICATE IF SECURITY CLEARANCE REQUIRED OR NOT.
5. CERTIFY TOTAL NUMBER DAYS ACCRUED LEAVE PAID SINCE 9 FEB 76.
6. CERTIFY ACTIVE DUTY/INACTIVE DUTY (YY/MM/DD) UP TO DATE PRIOR TO TEMAC.
7. ORDERS TO BE ISSUED UPON SUBMISSION AND APPROVAL OF CG-3453.
8. CERTIFY NUMBER OF DEPENDENTS, DATE OF MARRIAGE, AND DOB FOR EACH DEPENDENT CHILD.
9. (AS APPLICABLE) (A) ENTITLED TO FULL PER DIEM; OR (B) PER DIEM NOT TO EXCEED (\$XX.XX) PER DAY; OR (C) LOCAL RESIDENT; NOT ENTITLED TO TVL AND PER DIEM.
10. CERTIFY MEMBER MEETS WEIGHT STANDARDS AND DATE OF LAST PHYSICAL.

* O FOR OFFICERS & WARRANTS (P&A JUMPS); 1 FOR OFFICERS & WARRANTS (P&A NON-JUMPS); 2 FOR ENLISTED (P&A JUMPS AND NON JUMPS).

NOTE: IF TEMAC TRANSCENDS FISCAL YEARS, SPECIFY APPROPRIATE ACCOUNTING DATA FOR EACH YEAR.